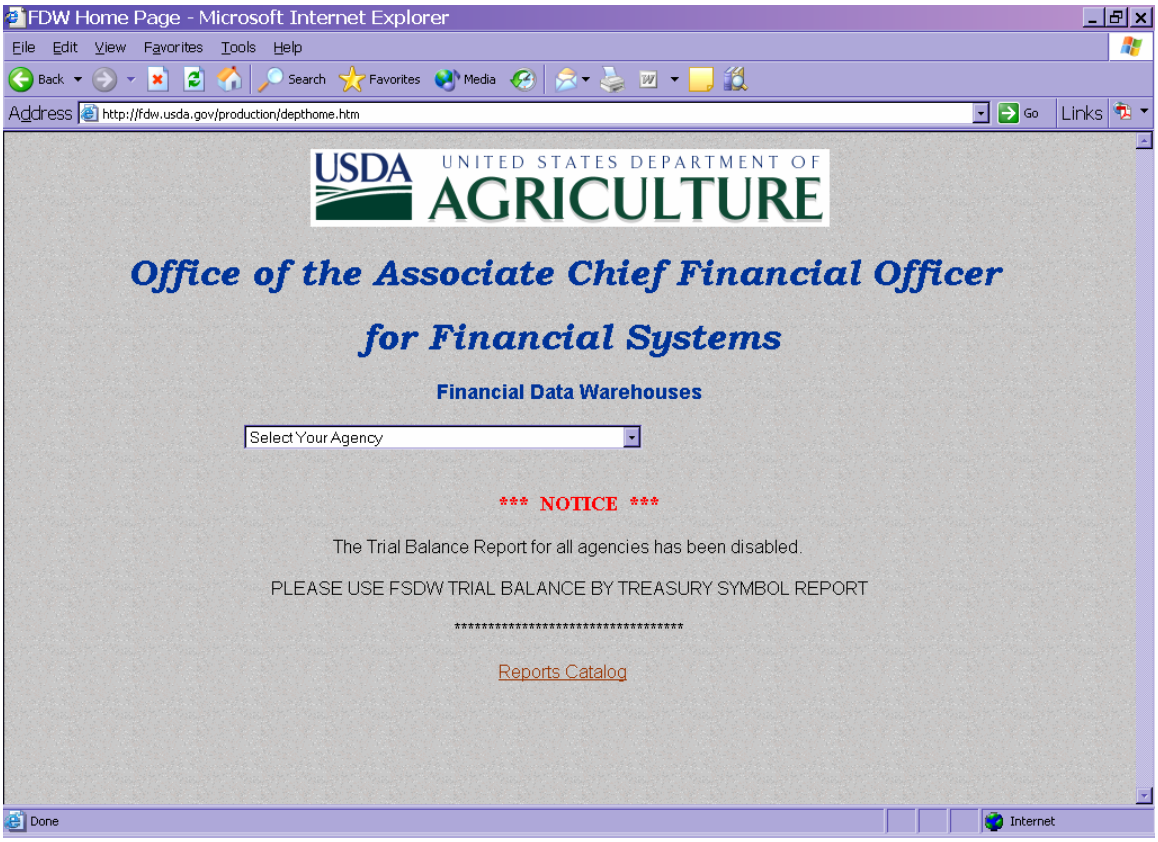
VALIDATING THAT THE FDW HAS UPDATED

- Before running your BRIO reports each day, you must be assured that the nightly upload has occurred.
- Either wait to be notified by a member of the Financial Management Division or follow these procedures to determine if the Financial Data Warehouse has updated the previous day's work, the monthly close, or the payroll data.

Step 1:



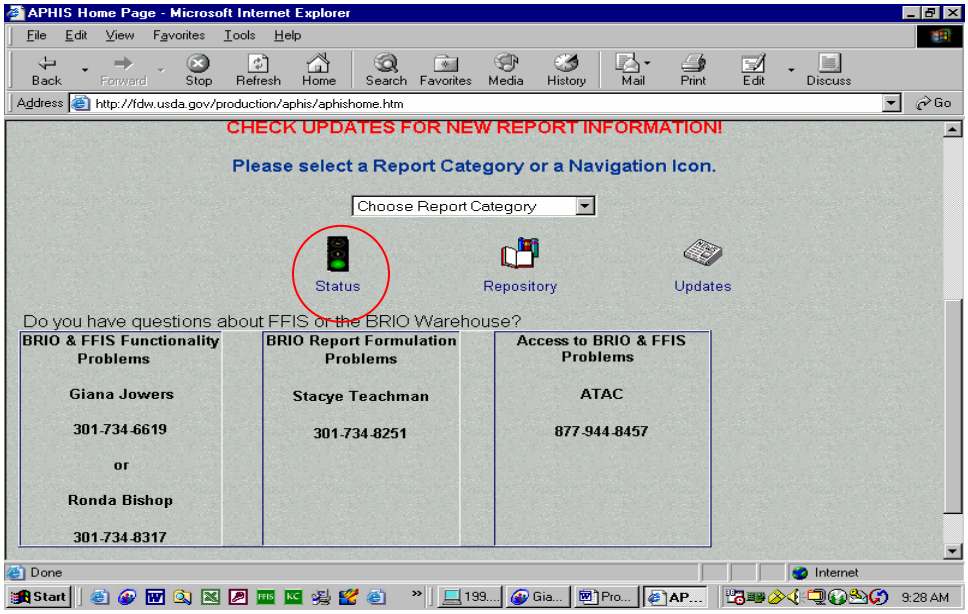
1. Log on to FDW.USDA.GOV and select APHIS. This will bring you to the APHIS (FDW) home page.

Step 2:

A:

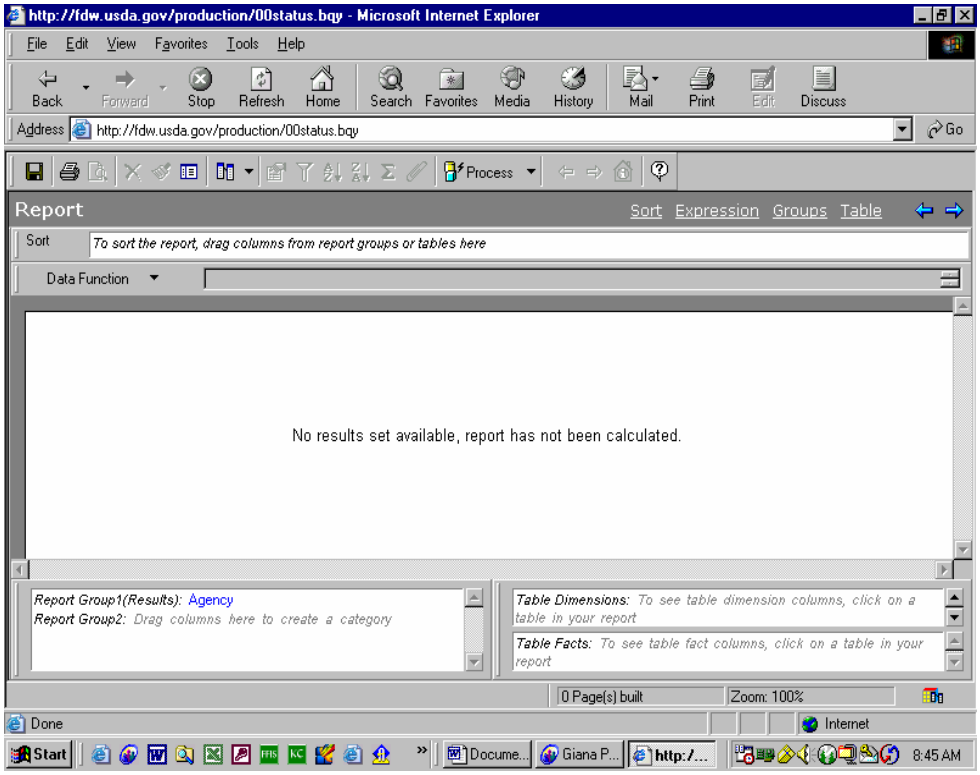
A: <**Scroll**> down until you see the Status icon. It looks like a traffic light.

B:



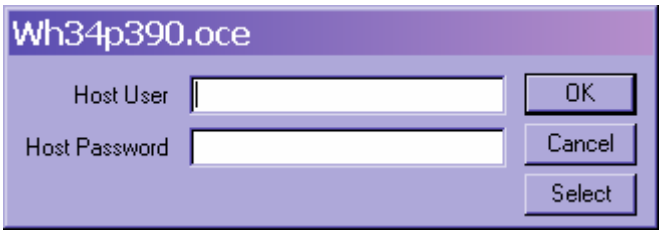
B: <**Click**> on the Status icon to bring up BRIO

Step 3:



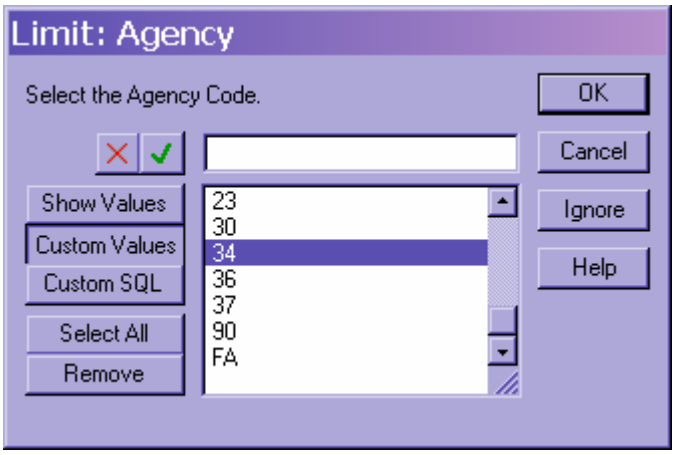
3. <**Click**> on the process button

Step 4:



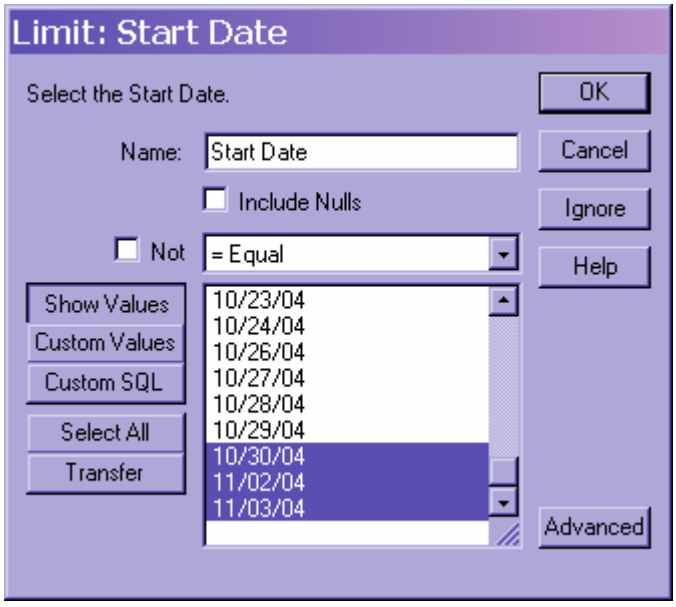
4. <**Type**> in your host user number (U number) and password. < **Click**> the OK button to run the status report.

Step 5:



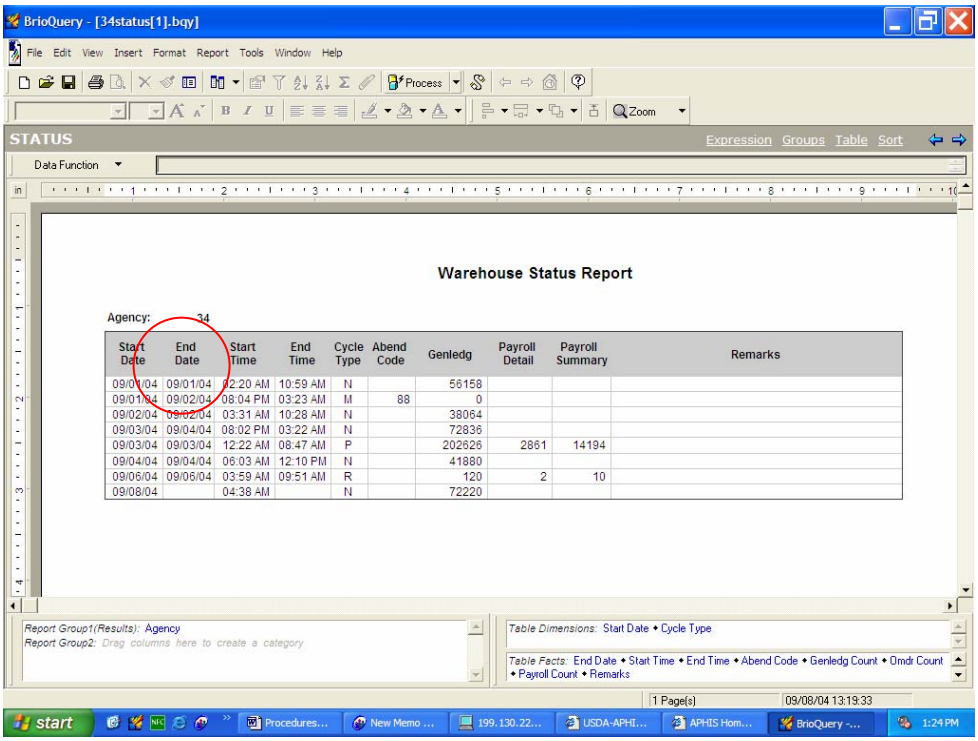
5. Select agency 34 and <**click**> the OK button.

Step 6:



6. <**Scroll**> down to the last start date and select one or more dates and then <**click**> the OK button. It is better to choose more then one date.

Step 7:



7. Determine if the FDW has loaded by looking at the End Date field of the last date. **If the end date is blank, the file has not loaded yet. Do not run your BRIO queries or reports. Wait and try again later**.

Note: These procedures are necessary because NFC cannot restrict people from processing reports when an FDW load is being performed. However, it is very important that you ***not*** process a report until the load has completed. If someone is processing a report at the same time an FDW load is being performed, the load takes longer, or worse, fails. If you get a report, it may not include the most up-to-date information. ***You must wait until the load has completed before running your reports.***

Explanation of cycle types:

- **Cycle Type N** represents the nightly load of data to the warehouse. The load typically begins early the *next* morning. For example, September 7th data updates the Financial Data Warehouse on September 8th. Occasionally, the upload starts before midnight. The end date will be early the next morning.

- **Cycle Type M** represents monthly close. If you run a report before the monthly close file is loaded to the FDW, the report will indicated that the month is still open.

- **Cycle Type P** represents payroll.

- **Cycle Type R** represents reprocessed payroll. When payroll records fail all edits, we reprocess the rejected payroll a second time, usually the following Wednesday.

- **Cycle Type A** represents annual close.